



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #13, Soldierization Program

1. This battalion will strongly support the Soldierization Program outlined in TRADOC Regulation 350-6, Initial Entry Training (IET) Policies and Administration. We will strive to produce motivated, disciplined, and physically fit soldiers who are trained in both basic and MOS-related skills, and who are capable of taking their place in the ranks of the Army in the field. The intent of the program is to provide an environment in which the degree of control of trainees is lessened over time – consistent with the trainee's ability to look, think, and act like soldiers. This policy letter outlines how units in the battalion will achieve soldierization.

2. Definitions:

a. PHASE IV: Weeks 10 through 13 of IET.

b. PHASE V: Week 14 until Advanced Individual Training (AIT) graduation. The final phase of IET.

c. BASIC COMBAT TRAINING (BCT) GRADUATION PASS: On-Post pass given to IET soldiers after initial inprocessing at their AIT unit. Uniform is Class B. The IET soldiers that have family visiting for BT graduation may be given an Off-post pass, must wear Class A uniform, and will not travel farther than 50 miles from Fort Leonard Wood (FLW). Soldiers on Off-post pass cannot operate a privately owned vehicle (POV).

d. BATTALION AREA PASS: Uniform is BDU or PT uniform. Limited to battalion area pay phones, Cunningham Fitness Center, and AAFES Branch Exchange on 12th Street.

e. ON-POST PASS: Uniform is duty uniform or as prescribed by Company Commander. Limited to the FLW installation movie theater, bowling alley, Burger King, main PX, Davis Recreation Center and other MWR facilities on FLW. Off Limits areas include, but are not limited to Training Areas (TA), storage buildings, housing areas, service clubs (Audie Murphy and Pershing Clubs), Specker Barracks and Gammon Field.

f. OFF-POST PASS: Uniform is Class A or B. Soldiers must remain within 50 miles of FLW. An Off-Post Pass will normally not exceed three days and must be in conjunction with a weekend.

g. HOLDOVER (Favorable): A soldier who has completed all IET requirements, but cannot depart the installation for administrative reasons. The soldier has no unfavorable actions (UCMJ, Chapter, etc.) pending and is in good standing with the unit. Holdovers are divided into those with less than 20 weeks in the battalion, or those with more than 20 weeks in the battalion.

h. HOLDOVER (Unfavorable): A soldier pending unfavorable actions or pending discharge from the Army. This includes, but is not limited to, APFT failures, soldiers awaiting UCMJ, and soldiers serving punishment from UCMJ actions.

3. SOLDIERIZATION PROCESS:

a. Pick-up Basic Combat Training (BCT) Graduates:

(1) Units will ensure the following actions are taken prior to allowing soldiers a BCT graduation pass:

(a) In-brief by 1SG, Senior Drill or Class Drill Sergeant.

(b) Account for all Basic Issue items.

(c) Complete initial company inprocessing.

(2) Soldiers will receive written counseling NLT the Monday following arrival that outlines the overall AIT soldierization process and clearly defines unit policies, their responsibilities, and the specific minimum unit standards required for a soldier to be considered in favorable status for pass/privileges during PHASE IV.

b. PHASE IV:

(1) Recent graduates of BCT are PHASE IV soldiers. They receive gradual increases in privileges based on their performance in the unit and their academic performance.

(2) PHASE IV soldiers may receive On-Post and Off-Post Passes at the discretion of the company commander. All passes will be day passes and end NLT 2200 hours. Uniform for On-Post and Off-Post Passes while in PHASE IV is Class B uniform (as prescribed by the company commander's policy). Soldiers departing the installation in Class A/B uniform must first pass a uniform inspection to ensure their appearance is to standard.

(3) Soldiers are not authorized to consume alcoholic beverages while on pass. PHASE IV soldiers will not operate POVs or Rental vehicles.

(4) Company commanders will establish specific goals soldiers must achieve to attain and maintain PHASE V privileges. These goals will include, but are not limited to:

(a) Pass the Army Physical Fitness Test (APFT) with at least 60 points in each category.

(b) Pass unit Class A in-ranks inspection.

(c) Meet academic standards.

(d) Demonstrate proficiency in common tasks identified in TRADOC Reg 350-6, Paragraph 2-10, e.

(e) Receive written counseling that clearly defines the specific minimum unit standards required for a soldier to be considered in favorable status for pass/privileges during PHASE V, and, more importantly, the minimum standards required to graduate from AIT.

c. PHASE V:

(1) PHASE V is the final phase in IET and includes continued increases in privileges based on demonstrated ability to think, look and act like soldiers without supervision.

(2) Soldiers may receive On or Off-Post Passes at the discretion of the company commander. IAW TRADOC Reg 350-6.

(3) Soldiers are not authorized to consume alcoholic beverages while on pass. PHASE V soldiers will not operate POVs OR Rental vehicles.

(4) Soldiers on PHASE V Off-Post pass are authorized to wear civilian clothes.

(5) Company commanders will establish specific goals PHASE V soldiers must achieve before they graduate from AIT. These goals will include, but are not limited to:

(a) Pass the APFT with at least 60 points in each category.

(b) Complete all Program of Instruction (POI) requirements.

4. Reclass/Prior Service Soldiers in AIT and 92F in the H7 ASI course:

a. Have the same privileges as permanent party soldiers, except for the following:

(1) Off-Post Pass limited to within 50 miles of FLW.

(2) Return to barracks NLT 2200 hours on nights before scheduled training.

b. Will have living accommodations that are separate from IET soldiers whenever possible. Reclass/Prior Service soldiers will be housed in separate designated barracks whenever possible.

c. Will not maintain social relationships with IET soldiers-in-training or permanent party personnel.

d. Reclassified, prior service, and ASI soldiers are authorized alcohol privileges providing they are of the legal age to consume alcohol. Alcohol can only be consumed during weekend/overnight passes and will not be consumed within 8 hours of scheduled training. No alcohol will be permitted in the barracks.

5. HOLDOVERS:

a. Unfavorable holdovers will be counseled in writing as to the specific extent of their privileges.

b. Favorable holdovers with more than 21 weeks in training will have the same privileges as reclass soldiers, except they are not authorized to have or operate POVs or Rental vehicles.

c. Holdovers will not maintain relationships with IET soldiers-in-training or permanent party personnel.

6. CIVILIAN CLOTHES: IET soldiers in all phases are prohibited from wearing civilian clothes with the exception of PHASE V soldiers on Off-Post Pass and holdovers in favorable status during off duty hours. In accordance with FLW Regulation 350, paragraph 6, subparagraph 1, these holdovers are allowed to wear civilian clothing between 1700 hours and 2100 hours.

7. PRIVATELY OWNED VEHICLES: IET soldiers in all phases are prohibited from having or operating POVs or Rental vehicles.

8. Dissemination of the soldierization program set forth in this policy letter is critical for success. At a minimum, this information will be included in the following:

a. Written counselings at the beginning of PHASE IV and for transition to PHASE V.

b. Company commander's in-brief.

c. Battalion commander's in-brief.

d. Posted on unit bulletin boards.

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9. This policy letter establishes basic guidance for this battalion to properly prepare AIT students for their first assignments. Company commanders may tailor their programs and reasonably increase their unit standards, but must carefully consider the ultimate goal of soldierization – an IET graduate that can think, look and act like a soldier without supervision.

10. I will ensure compliance with this policy letter through the Organizational Inspection Program (OIP). Unit commanders will ensure their soldierization programs are reasonable and within the spirit and intent of this policy. Deviations from this policy letter must be coordinated and approved by the undersigned.

11. This policy letter supercedes Policy Letter #13, dated 28 Apr 2004.

12. **WE SET THE STANDARD!!**

Robert T. Hixon
LTC, TC
Commanding